

# Position Description

## 1715 Hour AmeriCorps Member

Location: Missouri Headwaters and Madison Buffalo Jump State Parks



**Term of service:** January 16, 2024 – November 15, 2024

**Service schedule:** Member will serve a minimum of 1,715 hours over a 44-week term, averaging 41 hours per week with 80 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

### **Position Summary:**

Missouri Headwaters State Park is a National Historic Landmark where the Jefferson, Madison and Gallatin Rivers come together to form the Missouri River. The confluence of these rivers is an important crossroads for many different peoples going back to very early nomadic hunter gathering cultures. The Lewis and Clark Expedition passed through here in 1805, on their journey out west and returned the following year. This area continued to play an important part in early Montana history, both during the fur trapping era and the early settler and gold rush days. The AmeriCorps member will play an important part in the preserving and telling of this significant story by implementing programs that improve park lands, expand our educational and interpretive programs, and enhance our community outreach. In addition to these duties the AmeriCorps member will coordinate and facilitate events out at our sister state park, Madison Buffalo Jump State Park.

Missouri Headwaters State Park is in the Gallatin Valley, which one of the fastest growing counties in the United States. Housing is a challenge at this site. The successful candidate at this site should be prepared to seek a creative solution for housing. Previous members have brought along their own RVs to live in on site or possibly be prepared to share housing with other AmeriCorps members serving at Lewis and Clark Caverns State Park or in Bozeman. Housing may be available in nearby towns of Whitehall or Townsend that may be more affordable but would make for a commute of 25 miles.

Montana Fish, Wildlife and Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

### **Member will contribute to the following program goals:**

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity\*



- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service\*\*
- Respond to disasters, when called upon to do so by the program

### **Specific Position Responsibilities:**

- **Expand educational and interpretive programs**
  - Present interpretive programs to visiting schools.
  - Facilitate campfire speaker programs for kids and adults.
  - Assist parks staff with Saturday evening speaker programs.
  - Reach out and present programs about the parks at local schools.
- **Improve Park Land**
  - Organize a community “weed pull” day twice a year.
  - Monitor Flea Beetle Releases for Bio weed control.
  - Work with employees of the local cement plant on a park and community cleanup day.
  - Assist maintenance staff with special projects that improve park facilities, like installing new interpretive displays and signage or replacement of various minor parks infrastructure.
  - Monitor and water recent confluence tree and brush plantings.
  - Work on trail rehab projects at Missouri Headwaters and Madison Buffalo Jump State Parks.
- **Increase volunteer capacity**
  - Recruit volunteers by reaching out to the local Three Forks community.
  - Coordinate with park’s friends’ group at special events like Flying Buffalo Project at Madison Buffalo Jump State Park.
  - Set up tables at local farmers’ markets.
  - Implement a National Trails Day event at Madison Buffalo SP
- **Enhance outreach and awareness of state parks**
  - Implement visitor surveys.
  - Help Organize and Coordinate special events in support of Madison Buffalo Jump State Park such as the Flying Buffalo Kite Flying day.
  - Contact Native American tribes throughout the state for tribal involvement with the Madison Buffalo Jump State park.
  - Work with local birding groups to monitor nesting Peregrine Falcons.
  - Help the local Three Forks Historical Society with special projects like cataloging artifacts with special interest to the state parks.

**Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass the requirements of the National Service Criminal History Check

**Montana Fish, Wildlife and Parks AmeriCorps 2024 Required Trainings and Events (subject to change):**

- January 16: First Day of Service
- January 22-25: Member Orientation; Lubrecht Experimental Forest
- March 4-8: Certified Interpretive Guide Training; Lubrecht Experimental Forest
- March 13-15: 19<sup>th</sup> Annual Serve Montana Symposium; Helena
- June 10-14: All Member Gathering; Lewis and Clark Caverns State Park
- July 19-20: Bannack Days; Bannack State Park
- August 31-September 1: Day of Honor; Chief Plenty Coups State Park
- November 14-15: Close of Service; Helena

**Physical and Environmental Demands:**

- Work is performed in both an indoor and outdoor environment.
- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- Works with public and may inform public of site rules and regulations.
- May be required to lift over 25lbs across rugged terrain.
- The position may require some travel. The incumbent will be required to work odd hours, weekends, and holidays.

**Benefits:**

- Living allowance of \$444.00/week (taxed) with a \$300.00/month housing stipend

- An AmeriCorps Education Award of \$6,895 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild, or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and childcare assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

**To Apply:**

Montana Fish, Wildlife and Parks AmeriCorps only accepts applications through the my.americorps.gov portal. To apply, you can follow the link [HERE](#) to our application within my.americorps.gov. Please note, there is only one application for all our 1715- hour positions, placement preference will be assessed during the interview process.

**Application Deadline:**

Applications are due by December 8, 2023.

\* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

\*\*Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

*The Montana Fish, Wildlife and Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.*